

Guidelines for New Agencies

- A. Requirements
 - a. Mission to serve the ill, needy or infants (minor children with food insecurity issues)
 - b. Must qualify by:
 - i. Church Qualifier
 - 1. 14 characteristics of a church
 - 2. Church Qualifier Letter
 - 3. Pastor's Ordination Certificate/License
 - ii. Current 501-C-(3)
- B. Complete Basic Agreement
 - a. feedingthevalley.org
 - b. Select tab "Partner Agency"
 - c. Select Hard Copy
 - d. On-Line Copy
 - e. Either Mail or submit on line application
- C. No Membership Fee for 2019 (July 2020 \$50 membership fee)
- D. Setup a Site Inspection Visit
 - a. Food Safety for the food storage area
 - b. Area is clean
 - c. Evidence of pest control
 - d. Area is secure
 - e. Review storage area
 - i. Dry storage
 - ii. Refrigerator storage
 - iii. Freezer Storage
- E. Training for All Shoppers for each Partner

Major Membership Requirements

- A. Must have a mission for serving the ill, needy or infants with food insecurity issues
- B. Must shop at least once every 3 months
- C. Must follow all of the record keeping requirements
- D. Food will not be exchanged for money, property or participation in religious or other services
- E. Must maintain all records required by FTV, State and Federal programs
- F. Allow for site-monitoring visit at least once every two years
- G. Must follow all FTV Food Safety Guide Lines
- H. Must Pay all shared maintenance fees within 30 days of statement
- I. Shopping for Partners is by appointment